

09/2019 JW



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
COUNCIL ON REAL ESTATE APPRAISERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	COUNCIL ON REAL ESTATE APPRAISERS
MEETING DATE AND TIME:	Tuesday, September 17, 2019 at 9:30 a.m.
PLACE:	Division of Professional Regulation 861 Silver Lake Blvd., Conference Room A Cannon Bldg., Dover, Delaware 19904
MINUTES FOR APPROVAL:	October 15, 2019

MEMBERS PRESENT

Douglas Nickel, Professional Member, Chair
Earl Timmons, Professional Member, Vice-Chair
Scott Brown, Professional Member
Christopher Schneider, Professional Member
Denise Stokes, Public Member
Patricia Ennis, Public Member
Kimberly Holliday-Hopkins, Public Member

MEMBERS ABSENT

Georgianna Trietley, Professional Member
Kevin Gillis, Banking Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Jennifer Witte, Administrative Specialist II

OTHERS PRESENT

Bob Guerrero
Sheila Ross
Beverly Wilson

CALL TO ORDER

Mr. Nickel called the meeting to order at 9:34 a.m.

REVIEW OF MINUTES

A motion was made by Mr. Schneider, seconded by Mr. Timmons, to approve the minutes from the July 16, 2019 meeting as presented. The motion was unanimously carried.

UNFINISHED BUSINESS

Discussion on Unlicensed Inspectors

The Council tabled this discussion until the October 15, 2019 meeting.

NEW BUSINESS

Review of Continuing Education Activities

After review, a motion was made by Ms. Stokes, seconded by Mr. Timmons, to approve the continuing education activities as follows:

Appraisal Institute

Online Fundamentals of the Uniform Standards of Federal Land Acquisitions, 4 hours CE (online)
Advanced Market Analysis and Highest Best Use, 32/35 hours CE (classroom)
Real Estate Finance, Statistics and Valuation Modeling, 14/15 QE (classroom)
Residential Market Analysis and Highest & Best Use, 14/15 hours QE (classroom)
Basic Appraisal Procedures, 28/30 hours QE (classroom)
Residential Sale Comparison and Income Approaches, 28/30 QE (classroom)
Residential Site Valuation and Income Approaches, 14/15 hours QE (classroom)
Residential Report Writing and Case Studies, 14/15 QE (classroom)
Quantitative Analysis, 32/35 hours QE (classroom)
General Appraiser Site Valuation and Cost Approach, 27/30 hours QE (classroom)
General Appraiser Sales Comparison Approach, 27/30 hours QE (classroom)
General Appraiser Report Writing and Class Studies, 28/30 hours QE (classroom)
General Appraiser Income Approach, Part 2, 27/30 hours QE (classroom)
General Appraiser Market Analysis and Highest & Best Use, 28/30 QE (classroom)
General Appraiser Income Approach, Part 1, 27/30 QE hours (classroom)
Basic Appraisal Principles, 28/30 QE hours (classroom)
Advanced Residential Report Writing, Part 2, 28/30 QE (classroom)
Advanced Income Capitalization, 32/35 QE hours (classroom)
Advanced Concepts and Case Studies, 38 QE (classroom)
Advance Residential Applications and Case Studies, Part 1, 14/15 QE (classroom)

Institute for Professionals in Taxation

Research on Retail Big Box Issues, 8 hours CE (classroom)

Delaware Chapter of the Appraisal Institute

HOT TOPIC: Beracah Homes Facility & Tour, 2 hours CE (classroom)

NCREIF

NCREIF Summer Conference 2019, 14 hours CE (classroom)

ASFMRA

Rapid Fire Case Studies 2019, 6 hours CE (classroom)

Mckissock

Appraisal of Assisted Living Facilities, 8 hours CE (online)
Advanced Hotel Appraising-Full Service Hotels, 7 hours CE (online)

2018-2019 7hour USPAP Update Course for Non-Residential Real Property, 7 hours CE (online)
2018-2019 7hour National USPAP Update Course, 7 hours CE (online)
That's a Violation: Appraisal Standards in the Real World, 3 hours CE (classroom)
The Appraisal of 2-4 Unit Properties, 4 hours CE (classroom)
The FHA Handbook 4000.1, 7 hours CE (classroom)
Understanding Service Hotels: The Basics of Hotel Appraising, 7 hours CE (classroom)
Understanding Owner Occupied Properties: A Guide for Commercial Appraisers, 7 hours CE (classroom)
Strange But True: Appraising Complex Residential Properties, 7 hours CE (classroom)
Real Estate Damages - Appraising after a Natural Disaster, 3 hours CE (classroom)
Limited Scope Appraisals and Appraisal Reports: Staying Compliant and Competitive, 3 hours CE (classroom)
Fundamentals of Income Property Appraisal, 7 hours CE (classroom)
Guidelines for Fannie Mae Appraisals, 5 hours CE (classroom)
Exploring Appraiser Liability, 7 hours CE (classroom)
Focus on FHA Minimum Property Requirements, 4 hours CE (classroom)
Evaluating Today's Residential Appraisal: Reliable Review, 7 hours CE (classroom)
Appraisal of Fast Food Facilities, 7 hours CE (online)
Appraisal of Industrial Incubators, 7 hours CE (online)
Appraisal of Land Subject to Ground Leases, 7 hours CE (online)
Appraisal of Owner-Occupied Commercial Properties, 7 hours CE (online)
Appraisal of REO and Foreclosure Properties, 7 hours CE (online)
Appraisal of Self-Storage Facilities, 7 hours CE (online)
Appraising Small Apartment Properties, 6 hours CE (online)
Avoiding Mortgage Fraud for Appraisers, 7 hours CE (online)
Basic Hotel Appraising-Limited Service Hotels, 7 hours CE (online)
Complex Properties: The Odd Side of Appraisal, 7 hours CE (online)
Delaware Laws and Regulations for Appraisers, 3 hours CE (online)
Divorce and Estate Appraisals: Elements of Non-Lender Work, 4 hours CE (online)
Essential Elements of Disclosures and Disclaimers, 5 hours CE (online)
Evaluating Today's Residential Appraisal: Reliable Review, 7 hours CE (online)
Evaluations, Desktops and Other Limited Scope Appraisals, 4 hours CE (online)
Fannie Mae Appraisal Guidelines: Debunking the Myths, 4 hours CE (online)
Income Approach Case Studies for Commercial Appraisal, 4 hours CE (online)
Intermediate Income Approach Case Studies for Commercial Appraisers, 4 hours CE (online)
Introduction to Expert Witness Testimony for Appraisers: To Do or Not To Do, 4 hours CE (online)
Introduction to the Uniform Appraisal Dataset, 2 hours CE (online)
Land and Site Valuation, 7 hours CE (online)
Managing Appraiser Liability, 6 hours CE (online)
Manufactured Home Appraisal, 4 hours CE (online)
Relocation Appraisal and the ERC Form, 6 hours CE (online)
Residential Appraisal Review and USPAP Compliance, 7 hours CE (online)
Residential Construction and the Appraiser, 7 hours CE (online)
The Cost Approach, 7 hours CE (online)
Documenting the Appraiser's Workfile, 3 hours CE (classroom)
Desktop Appraisal Assignments: An Overview, 3 hours CE (classroom)
Delaware Appraisal Laws & Regulations, 3 hours CE (classroom)
Appraising REO Properties, 4 hours CE (classroom)
Residential Property Inspection for Appraisers, 7 hours CE (online)
Residential Report Writing: More Than Forms, 7 hours CE (online)
Supporting Your Adjustments: Methods for Residential Appraisers, 3 hours CE (online)
That's a Violation, 4 hours CE (online)
The Basics of Expert Witness for Commercial Appraisers, 7 hours CE (online)
The Dirty Dozen, 3 hours CE (online)

The FHA Handbook 4000.1, 7 hours CE (online)
The Income Approach: An Overview, 7 hours CE (online)
The Sales Comparison Approach, 7 hours CE (online)
Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book) Course, 14 hours CE (online)
New Construction Essentials: Luxury Homes, 3 hours CE (online)
The Fundamentals of Appraising Luxury Homes, 4 hours CE (online)
Understanding Luxury Homes 7 hours CE (online)
Live Webinar: A Review of Disciplinary Cases, 3 hours CE (online)
Live Webinar: Adjustment Support for Residential Appraisers, 4 hours CE (online)
Live Webinar: Analyze This! Applications of Appraisal Analysis, 4 hours CE (online)
Live Webinar: Appraisal Practices of Manufactured Housing, 4 hours CE (online)
Live Webinar: Appraising Small Apartment Properties, 4 hours CE (online)
Live Webinar: Be Compliant and Competitive with Restricted Appraisal Reports, 3 hours CE (online)
Live Webinar: Expert Witness Testimony: To Do or Not To Do, 4 hours CE (online)
Live Webinar: Fannie Mae Appraisal Guidelines, 4 hours CE (online)
Live Webinar: Focus on FHA Minimum Property Requirements, 4 hours CE (online)
Live Webinar: Issues in Appraiser Liability, 4 hours CE (online)
Live Webinar: Recognizing Mortgage Fraud and Its Effects, 4 hours CE (online)
Live Webinar: REO Appraisal: Guidelines and Best Practices, 4 hours CE (online)
Live Webinar: The Appraisal of 2-4 Unit Properties, 4 hours CE (online)
Live Webinar: The FHA Handbook 4000.1, 5 hours CE (online)
Live Webinar: Workfile: Your Best Defense Against an Offense, 5 hours CE (online)
2018-2019 15hour National USPAP Update Course, 15 hours QE (online)
Advanced Residential Applications and Case Studies, 15 hours QE (online)
Appraisal Subject Matter Electives, 20 hours QE (online)
Basic Appraisal Principles, 30 hours QE (online)
Basic Appraisal Procedures, 30 hours QE (online)
Commercial Appraisal Review-Subject Matter Elective, 15 hours QE (online)
Expert Witness for Commercial Appraisers-Subject Matter Electives, 15 hours QE (online)
General Appraiser Income Approach, 60 hours QE (online)
General Appraiser Market Analysis Highest and Best Use, 30 hours QE (online)
General Appraiser Sales Comparison Approach, 30 hours QE (online)
General Appraiser Site Valuation and Cost Approach, 30 hours QE (online)
General Report Writing & Case Studies, 30 hours QE (online)
Residential Market Analysis and Highest Best Use, 15 hours QE (online)
Residential Report Writing and Case Studies, 15 hours QE (online)
Residential Sales Comparison and Income Approaches, 30 hours QE (online)
Residential Appraiser Site Valuation and Cost Approach, 15 hours QE (online)
Statistics, Modeling and Finance, 15 hours QE (online)
Commercial Land Valuation, 4 hours CE (online)

Market Data Services, LLC.

USPAP and Technology: Requirements, Responsibility and DataMaster, 4 hours CE (classroom)

Metro. NJ Chapter of the Appraisal Institute

82nd Annual Princeton Conference, 7 hours CE (classroom)

Allterra Group, LLC.

2019 Modern Appraisal Vegas, 7 hours CE (classroom)

Southern New Jersey Chapter of the Appraisal Institute

23rd Annual September Symposium, 7 hours CE (classroom)

The motion was unanimously carried.

After review, a motion was made by Ms. Stokes, seconded by Mr. Timmons, to approve the continuing education activities contingent upon receipt of additional documentation as follows:

Appraisal Institute

2018-2019 15-Hours National USPAP Course, 15 hours QE (classroom)

Online Understanding and Appraising Residential REOs, 4 hours CE (online)

McKissock

National USPAP Update (2018-2019), 7 hours CE (classroom)

The motion was unanimously carried.

Ratify Temporary Practice Permits

A motion was made by Mr. Timmons, seconded by Ms. Ennis, to approve the ratified temporary practice permits of Raymond Cirz, Robert Staley, Allyson Lynch O'Malley, Heidi Thatcher, Jeffrey Dugas and James Black. The motion was unanimously carried.

Review Appraisal Management Company Registration Applications

After review, a motion was made by Mr. Brown, seconded by Ms. Holliday-Hopkins, to approve the appraisal management company registration application of RERC, LLC. The motion was carried by Mr. Nickel, Mr. Schneider, Ms. Stokes and Ms. Ennis. Mr. Timmons abstained.

After review, a motion was made by Mr. Timmons, seconded by Mr. Nickel, to approve the appraisal management company registration application of Nadlan Valuation, Inc. The motion was carried by Mr. Brown, Mr. Schneider, Ms. Stokes and Ms. Ennis. Ms. Holliday-Hopkins opposed.

Ratify Licensed Real Property Appraiser Applications

A motion was made by Ms. Stokes, seconded by Mr. Timmons, to approve the ratified licensed real property appraiser application of Alex Gladden. The motion was unanimously carried.

Ratify Appraiser Trainee Applications

A motion was made by Mr. Timmons, seconded by Ms. Holliday-Hopkins, to approve the ratified appraiser trainee applications of Robert Needs and Kenneth Blackwell. The motion was unanimously carried.

Review and Consider Executed Consent Agreement – Roberta McGettigan, #X2-0000377, Case #19-04-18

After review and consideration of the Executed Consent Agreement, a motion was made by Mr. Timmons, seconded by Ms. Holliday-Hopkins, to modify the consent agreement to include no less than a \$500 monetary fine which is \$250 for each violation. The motion was unanimously carried.

Ratify Certified General Real Property Appraiser Applications

A motion was made by Mr. Timmons, seconded by Mr. Nickel, to approve the ratification of the certified general real property appraiser applications of Mark Tekirian and Kimberly Lindell. The motion was unanimously carried.

CORRESPONDENCE

There was no correspondence before the Council.

OTHER BUSINESS BEFORE THE COUNCIL

There was no other business before the Council.

PUBLIC COMMENT

Beverly Wilson advised the Council that the Delaware Association of Appraisers sent out an email to their distribution list reminding licensees to complete the required continuing education prior to renewing their licenses. In addition, an email was also sent out advising that applications for Council appointment can be submitted through the Governor's Office.

Ms. Wilson also advised that the Delaware Association of Appraisers has had discussions on unlicensed inspectors, noting that New York recently passed a law that allows AMC's to only use licensed appraisers to inspect and several other States have sent opinion/guidance letters to the AMC's regarding this matter.

NEXT MEETING

The next meeting will be October 15, 2019 at 9:30 a.m. in Conference Room A.

ADJOURNMENT

There being no further business, a motion was made by Mr. Nickel, seconded by Ms. Holliday-Hopkins, to adjourn the meeting at 10:07 a.m. The motion unanimously carried.
Respectfully submitted,

Jennifer L. Witte

Administrative Specialist II